



AUTOMATED LAND AND MINERAL RECORD SYSTEM  
(ALMRS)  
CURRENT SYSTEM DESCRIPTION

BRIEF SUMMARIES

Prepared by  
ALMRS-GIS PROJECT OFFICE

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# ALMRS CURRENT SYSTEM DESCRIPTION

Contained herein are brief summaries of a 22 volume set of documents which will be published approximately December 30, 1987.

These documents will present a description of the current manual record system of the Bureau of Land Management.

Listed below are titles of the 22 volumes.

Volume 1	Introduction
Volume 2	Baseline Records
Volume 3	Query and Management Reports
Volume 4	Global Processes
Volume 5	Organizational Processes
Volume 6	Oil and Gas
Volume 7	Geothermal
Volume 8	Salables
Volume 9	Locatables
Volume 10	Coal
Volume 11	Solids Other Than Coal
Volume 12	Rights of Way
Volume 13	Exchanges
Volume 14	Sales
Volume 15	Leases and Permits
Volume 16	Grants
Volume 17	Public Administration
Volume 18	Withdrawals
Volume 19	Land Classification/Planning
Volume 20	Occupancy and Use
Volume 21	Acquisitions
Volume 22	Conveyances

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## CHAPTER 1

### INTRODUCTION

#### 1.1 PURPOSE

The purpose of this document is to provide sufficient information concerning past and present Land and Mineral Records to the Automated Land and Mineral Record System (ALMRS) Project Office and the ALMRS user community such that an accurate and comprehensive Land and Mineral Data Base may be specified in subsequent efforts. The approach used to gather this information was: 1) to document the data content of the past and present Land and Mineral Records; 2) to trace the data from the old records system, through the new records system and automated systems such as Case Recordation and Mining Claim Recordation, into ALMRS, which presently consists of the Legal Land Description (LLD) and Current Status data; 3) to document the actions that affect Land and Mineral Records under the new records system; and 4) to document the policies and procedures currently employed by the Bureau of Land Management (BLM) to maintain the Land and Mineral Records.

The term "Land and Mineral Records" is widely used but not clearly defined. Its meaning may change depending upon the context in which it is used. Within the context of this document, Land and Mineral Records are defined as data meeting one or more of the following criteria:

1. Original documents describing the location, disposition or use of public lands such as patents, deeds, leases, etc.;
2. Secondary documents abstracted from the original documents used to illustrate or reference the location, disposition, or use of public lands such as the Master Title Plat (MTP) or the Historical Index (HI); and
3. Data affecting the disposition or use of public lands such as Executive Orders (EO), Public Land Orders (PLO), etc.

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This definition, although broad, must be used as to not artificially limit this document's scope of research. The ALMRS implementation will eventually solidify the definition of Land and Mineral Records.

### 1.2 DOCUMENT ORGANIZATION

This document is organized into four chapters. Chapter 1 -- Introduction -- provides information about the document. Chapter 2 -- Past and Current Records -- defines the data contained in the various record systems utilized by the BLM and prior agencies. Chapter 2 defines old BLM records; new BLM records, the BLM ALMRS system, as it is currently being used; and the BLM Records audit summary. This chapter describes these records as they are currently being used within the BLM Records System. Chapter 3 -- Actions Affecting Records -- documents actions that directly affect the Land and Mineral Records. Chapter 3 is intended to be used specifically for the on-going ALMRS project for systems analysis. Chapter 4 -- Current Processing of Records -- documents the processes associated with maintaining Land and Mineral Records through data flow diagrams, process narratives, and a data dictionary.

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### INTRODUCTION

This document identifies the current Bureau of Land Management (BLM) management reporting and query functions; identifies the current users; provides examples of current management reports from four major systems used by the BLM; and provides examples of current screens used for data entry and query functions in four major systems used by the BLM.

The management reporting functions involve generating preformatted reports for BLM headquarters, Denver Service Center (DSC), and other organizations. The reports generated by the various systems contain information on land status, financial data and applicant data.

Query functions involve responding to ad hoc requests from BLM users for accurate land status, financial, and applicant data. Queries may be made and answers generated using manual or automated systems.

This document is organized as follows:

- a. Chapter 1 - Introduction explaining the scope and structure of the document;
- b. Chapter 2 - Query and Management Reporting Functions currently available to BLM;
- c. Chapter 3 - Current Screens used for data entry and queries by BLM users;
- d. Chapter 4 - Current Management Reports available to BLM through four major systems.

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### INTRODUCTION

This document describes the current system for tracking and limiting the number of acres held by an individual, corporation, or state either as a result of conveyance or under lease, given a specific case type. The entitlement or restriction may be set by an Act of Congress, such as the Alaska Native Claims Settlement Act (ANCSA), or given by the Code of Federal Regulations, such as 43 CFR 3101.2 - Acreage Limitations for Oil and Gas Leases.

This document is organized as follows: Chapter 1 - Introduction explaining the scope and structure of the document; Chapter 2 - Data Flow Diagrams (DFDs) illustrating the current method of controlling acreage; Chapter 3 - Process List providing an alphabetical list of processes defined, their level, and the page references for each process in the DFDs and the input/process/output narratives if the process is at a primitive level; Chapter 4 - Input/Process/Output Narratives (IPOs) describing each process primitive in detail including definitions of steps taken or decisions made; and Chapter 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the DFDs.

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The Organization Model identifies the physical location of Bureau of Land Management (BLM) offices and the staffing requirements for each location. The 220 offices are used for the case processing that is described in the other volumes of this series.

This document is organized as follows:

- a. Chapter 1 - Introduction explains the scope and structure of the document;
- b. Chapter 2 - Physical Site Data identifies the 148 actual locations and the distance from each site to the office to which it is responsible;
- c. Chapter 3 - BLM Staffing Requirements provides reports showing the staffing requirements for BLM activities by state/organization and individual site.

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### INTRODUCTION

This document describes the current system for processing oil and gas leases pursuant to the following sections of the 43 CFR (Code of Federal Regulations):

1. 3100 - Onshore Oil and Gas Leasing: General
2. 3110 - Noncompetitive Leases
3. 3120 - Competitive Leases
4. 3130 - National Petroleum Reserve--Alaska
5. 3160 - Onshore Oil and Gas Operations
6. 3180 - Onshore Oil and Gas Unit Agreements--Unproven Areas

Oil and Gas leasing contains the procedures for conducting oil and gas geophysical exploration operations on the public lands. The oil and gas case type contains the requirements under section 3100 of 43 CFR, except for 3140 Combined Hydrocarbon Leasing.

In this document, the term Docket is used in a general manner. In effect, there are many different files that are called Docket, but in the field they are kept separate from the formal BLM Docket area. For example, at a District or Area office, Case Files might be kept locked in a Mineral Vault or in a file cabinet to protect the proprietary information contained therein. Thus, what may be called a well file in the field will be called Docket in this document.

This document is organized as follows: Chapter 1 - Introduction explaining the scope and structure of the document and describing oil and gas processing; Chapter 2 - Data Flow Diagrams (DFDs) illustrating the current method of processing for the oil and gas program; Chapter 3 - Process List providing an



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alphabetical list of processes defined, their level, and the page references for each process in the DFDs and the input/process/output narratives if the process is at a primitive level; Chapter 4 - Input/Process/Output Narratives (IPOs) describing each process primitive in detail including definitions of steps taken or decisions made; and Chapter 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the DFDs.

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### INTRODUCTION

This document describes the current system for processing geothermal cases to include lease issuance, lease maintenance, and production operations. The functional activities identified herein are pursuant to the following sections of the 43 CFR (Code of Federal Regulations) and BLM manuals:

1. 43 CFR, Group 3200, Geothermal Resources Leasing
2. BLM Manual 3200, Geothermal Resources
3. GRO Order 1; Exploratory Operations
4. GRO Order 2; Drilling, Completion and Spacing of Geothermal Wells
5. GRO Order 3; Plugging and Abandonment of Wells
6. GRO Order 4; General Environment Protection Requirements
7. GRO Order 5; Plans of Operation, Permits, Reports, Records, and Forms

This document is organized as follows: Chapter 1 - Introduction explaining the scope and structure of the document; Chapter 2 - Data Flow Diagrams (DFDs) illustrating the current method of processing for the geothermal program; Chapter 3 - Process List providing an alphabetical list of processes defined, their level, and the page references for each process in the DFDs and the input/process/output narratives if the process is at a primitive level; Chapter 4 - Input/Process/Output Narratives (IPOs) describing each process primitive in detail including definitions of steps taken or decisions made; and Chapter 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the DFDs.

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### INTRODUCTION

The locatable minerals program provides for the administration of those rights granted to the public through the mining laws of the United States for the purposes of prospecting, exploration, discovery, location, development, extraction, and processing of mineral deposits on the public lands. The management of this program is pursuant to the following sections of the Code of Federal Regulations:

1. 43 CFR 3800 - Mining Claims Under The General Mining Laws; and
2. 43 CFR 3700 - Multiple Use; Mining

This document describes the method of processing locatable mineral cases as managed through three functional areas: Mining Claim Recordation, Mining Operations Management, and Mineral Patents.

This document is organized as follows:

- Chapter 1 - Introduction to the locatable minerals program with an explanation of the scope and structure of this document;
- Chapter 2 - Data Flow Diagrams (DFDs) illustrating the current method of processing for the locatable minerals program, including a consolidated hierarchal structure chart of all processes;
- Chapter 3 - Process List providing a consolidated list of all processes defined in the DFDs, their level in the hierarchal structure, and their page references in the DFDs (Chapter 2) and the input/process/output narratives for processes at the primitive (lowest) level (Chapter 4);

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- Chapter 4 - Input/Process/Output Narratives (IPOs) providing detailed descriptions of each primitive (lowest level) process defined in the DFDs, including identification of input and output data, and definitions of steps taken or decisions made; and
- Chapter 5 - Data Dictionary and Cross Reference List providing detailed definitions of all data appearing in the DFDs, including a cross reference of data names and mnemonics/abbreviations used in the DFDs and dictionary definitions.

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### INTRODUCTION

This document describes the current system for processing leases, licenses, and permits for solid minerals other than coal. Guidelines for solids other than coal are found in 43 CFR (Code of Federal Regulations), section 3500.

The following minerals are considered leasable as solids other than coal:

1. Phosphate
2. Sodium
3. Potassium
4. Sulphur
5. Gilsonite
6. Hardrock minerals on acquired lands
7. Asphalt in Oklahoma

This document describes the steps needed to process leases, licenses, and permits for solid minerals in general, not for a specific commodity. For example, prospecting permits are discussed for solid minerals, but not for the commodity phosphate.

This document is organized as follows: Chapter 1 - Introduction explaining the scope and structure of the document; Chapter 2 - Data Flow Diagrams (DFDs) illustrating the current method of processing for the solid leasable program; Chapter 3 - Process List providing an alphabetical list of processes defined, their level, and the page

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references for each process in the DFDs and the input/process/output narratives for processes at a primitive level; Chapter 4 - Input/Process/Output Narratives (IPO) describing each process primitive in detail including definitions of steps taken or decisions made; and Chapter 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the DFDs.

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### INTRODUCTION

A right-of-way (ROW) is defined as "a type of facility located over, upon, or under federal lands that transport or convey some physical item or electronic message; or for the immediate storage of such a physical item."

Examples of activities requiring ROW Grants if using federal lands:

Transportation Systems	Generation, Transmission, Distribution, Reception Systems
Roads, Highways	Hydro-electric
Stock Driveways	Wind
Tunnels	Solar
Canals	Nuclear
Trails	Coal
Railroads	T.V.
Airways	Microwave
Tramways	Radio
	Telephone
	Telegram
	Other Electronic Systems
Pipelines	Water
Oil	Reservoirs
Natural Gas	Canals
Fuels	Ditches
Synthetic Liquids	Flumes
Slurry	Pipes
Storage Facilities	Pipelines
Conveyor belts	Tunnels

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BLM ROW Grants convey to the holder "a nonexclusive, nonpossessory right to construct, operate, and maintain" said facility.

Rights-of-Way (ROWs), as portrayed in this structured analysis, are the combination of five distinct types blended into one process. This document describes the current system for processing rights-of-way pursuant to the following sections of the 43 CFR (Code of Federal Regulations):

1. Mineral Leasing Act (MLA) of 1920 ROWs for Oil and Gas pipeline - CFR 2880;
2. Federal Land Policy and Management Act (FLPMA) of 1976, Title V, ROWs - CFR 2800;
3. Federal Aid to Highways - CFR 2807;
4. O & C Logging Roads - CFR 2812;
5. Wind Energy ROWs - CFR 2800.

Wind Energy ROWs are most distinct and require three separate primitive processes because no other type of ROW has the competitive bid process. This process is unique in ROWs as there is no guidance in any BLM Manual, and it is not covered in the CFR, although they are processed under FLPMA authority. The only existing guidance is found in policy statements issued by the California State Office. Procedures have been established by the Ridgecrest and Indio Resource Areas in the California Desert District.

Another unique ROW includes O & C Logging and Tram Roads. Although they are grouped under ROWs, the Oregon State Office considers them a forestry function. Personnel working on O & C ROWs code their time to the Forestry subactivity while processing cases. ROW "Holders" are termed "Permittees" in the O & C, and there may be reciprocal agreements between the Permittee and BLM.

The three remaining ROW types are not significantly different in the way they are processed.

This document is organized as follows: Chapter 1 - Introduction explaining the scope and structure of the document; Chapter 2 - Data Flow Diagrams (DFDs) illustrating the current method of processing for rights-of-way; Chapter 3 - Process List providing an alphabetical list of processes defined, their level, and the page references for each process in the DFDs and the input/process/output narratives if the process is at a primitive level; Chapter 4 - Input/Process/Output Narratives (IPOs) describing each process primitive in detail including definitions of steps taken or decisions made; and Chapter 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the DFDs.



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### INTRODUCTION

This document describes the current system for processing exchanges pursuant to the following sections of the 43 CFR (Code of Federal Regulations):

1. 2200 - General
2. 2201 - Specific Requirements
3. 2202 - National Forest Exchange
4. 2203 - Exchanges Involving Fee Federal Coal Deposits
5. 2212 - Miscellaneous State Exchanges
6. 2240 - National Park System Exchanges
7. 2250 - Wildlife Refuge Exchanges
8. 2271 - Indian Reservation Exchanges
9. 2272 - National Wild and Scenic Rivers and Trails Systems
10. 2274 - National Conservation Area Exchanges

Exchanges contains the procedures for the exchange of public lands or interests therein for non-Federal lands and interests therein. The objective is the acquisition and disposal of lands and interests for the benefit of the public interest through the use of the exchange authority granted by the Federal Land Policy and Management Act (FLPMA) of 1976. In Alaska, the Alaska Native Claims Settlement Act (ANCSA) of 1971 and the Alaska National Interest Lands Conservation Act (ANILCA) of 1980, along with FLPMA, provide authority for exchanges.

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When the BLM considers public interest, full consideration will be given to better Federal land management and the needs of State and local people, including needs for lands for the economy, community expansion, recreation areas, food, fiber, minerals, and fish and wildlife. There must also be finding that the values and objectives which Federal lands and interests to be conveyed may serve if retained in Federal ownership are not more than the values of the non-Federal lands and interests and the public objectives they could serve if acquired.

This document is organized as follows: Chapter 1 - Introduction explaining the scope and structure of the document; Chapter 2 - Data Flow Diagrams (DFDs) illustrating the current method of processing for the exchanges program; Chapter 3 - Process List providing an alphabetical list of processes defined, their level, and the page references for each process in the DFDs and the input/process/output narratives if the process is at a primitive level; Chapter 4 - Input/Process/Output Narratives (IPOs) describing each process primitive in detail including definitions of steps taken or decisions made; and Chapter 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the DFDs.

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This document describes the current system for processing the sales of lands pursuant to the following sections of the 43 CFR (Code of Federal Regulations):

1. 2710 - FLPMA, Section 203;
2. 2720 - Conveyance of Federally-Owned Mineral Interests;
3. 2740 - Recreation and Public Purposes Act; and
4. 2742 - R&PP Omitted Lands and Unsurveyed Islands.

Sales are made for the disposition of Federally-owned land and mineral interests and the disposition of public lands for recreation and public purposes. The overall objective is to provide for the orderly disposition at not less than fair market value of public lands identified for sale as part of the land use planning process.

2710 and 2720 cases are called 203 and 209 cases, respectively. 2710 and 2720 numbers are based on 43 CFR, while sections 203 and 209 refer to the Federal Land Policy and Management Act (FLPMA) of 1976. Within 203, there are three sales: competitive, modified competitive, and direct. There are two types of modified bidders: the designated bidders and the bidder with the right to match the high bid.

This document does not cover 2764 Reclamation Projects, 2765 Reclamation Townsites for School Purposes, and 2781 State Irrigation District.

This document is organized as follows: Chapter 1 - Introduction explaining the scope and structure of the document; Chapter 2 - Data Flow Diagrams (DFDs) illustrating the current method of processing for

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the sales program; Chapter 3 - Process List providing an alphabetical list of processes defined, their level, and the page references for each process in the DFDs and the input/process/output narratives if the process is at a primitive level; Chapter 4 - Input/Process/Output Narratives (IPOs) describing each process primitive in detail including definitions of steps taken or decisions made; and Chapter 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the DFDs.

2700 sales covered by this document include the following areas:

2710 FLPMA, Section 203. The objective of the 2710 sales is to provide for the orderly disposition at not less than fair market value of public lands identified for sale as part of the land use planning process. The sale of such tracts shall meet any or all of the following three disposal criteria: the tract was acquired for a specific purpose and the tract is no longer required for that or any other Federal purpose; disposal of the tract shall serve important public objectives, including the expansion of communities and economic development, which cannot be achieved prudently or feasibly on lands other than public lands and which outweigh other public objectives and values, including recreation and scenic values; or the tract, because of its location or other characteristics, is difficult and uneconomic to manage as part of the public lands and is not suitable for management by another Federal agency. Sales of public lands in these cases shall be conducted under competitive bidding, including competitive sale, modified competitive sale, or direct sale. In all cases the lands will be sold for at least fair market value.

2720 Conveyance of Federally-owned mineral interests. The objective of the 2720 sale is to allow consolidation of surface and subsurface or mineral ownership where there are no known mineral values or in those instances where the reservation interferes with or precludes appropriate non-mineral development and such development is a more beneficial use of the land than the mineral development.

2740 Recreation and Public Purposes Act. The objective of the 2740 sale is to transfer certain public lands to states or their political subdivisions, and to nonprofit corporations and associations, for recreational and public purposes. The authorized officer may require that public lands first be leased under 2912 of 43 CFR for a period of time prior to issuance of a patent.

2742 R&PP Omitted Lands and Unsurveyed Islands. The objective of the 2742 sale is to convey omitted lands and unsurveyed islands to States and their local political subdivisions. Survey is required for omitted lands, but not necessarily for unsurveyed islands.

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This document describes the current system for processing the leasing of lands pursuant to the following sections of the 43 CFR (Code of Federal Regulations):

1. 2911 - Airport;
2. 2912 - Recreation and Public Purposes Act; and
3. 2920 - Leases, Permits, and Easements.

The 2900 series includes five kinds of land use authorizations: airport, R&PP, and section 302 leases, permits, and easements. This document does not include 2916, Alaska Fur Farm. Leases authorize uses of public lands that often involve substantial construction, development, or land improvement and the investment of large amounts of capital which are to be amortized over time.

An airport lease under 43 CFR 2911 can authorize a public airport on land not to exceed 2560 acres. Land that can be used is "any contiguous, unreserved, and unappropriated public land" (connected, not reserved for purposes such as hydro or the military, and not appropriated for purposes such as mining).

The Recreation and Public Purposes (R&PP) Act under 43 CFR 2912 is used for non-profit or government entities to acquire federal lands through lease or patent for recreation or other public purpose (e.g., waste treatment, cemetery). They can obtain the land at less than fair market value. Note that R&PP sale comes under 2740.00; an R&PP lease is often the first step in an R&PP sale, except in those cases where the lands are restricted to leasing.

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### INTRODUCTION

This document describes the current system for processing withdrawals pursuant to the following Federal Regulation and BLM Manuals.

1. 43 CFR (Code of Federal Regulations), Group 2300 - Withdrawals
2. FLPMA, Sections 204 (f) and 204 (e)
3. BLM Manual, 2300 series - Withdrawals

Withdrawals contains the procedures for segregation of land and its applications imposed by Federal Agencies. The withdrawals case type is based on the requirements under section 2300 of 43 CFR and other applicable BLM documents.

This document is organized as follows: Chapter 1 - Introduction explaining the scope and structure of the document; Chapter 2 - Data Flow Diagrams (DFDs) illustrating the current method of processing for the withdrawals program; Chapter 3 - Process List providing an alphabetical list of processes defined, their level, and the page references for each process in the DFDs and the input/process/output narratives if the process is at a primitive level; Chapter 4 - Input/Process/Output Narratives (IPOs) describing each process primitive in detail including definitions of steps taken or decisions made; and Chapter 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the DFDs.

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This chapter describes the current system for processing land classification pursuant to the 2400 section of the 43 CFR (Code of Federal Regulations).

Land classification is used to determine particular aspects of the land for various case types. For example, classification is used for a withdrawal by determining whether segregation should take place. Land classification is also used for DLE, Indemnity Selection, RPP, Indian Allotments, and the Carey Act. The procedures followed are in accordance with section 2410 of 43 CFR.

This chapter is organized as follows: Section 1 - Introduction explaining the scope and structure of the document; Section 2 - Data Flow Diagrams (DFDs) illustrating the current method of processing for the land classification program; Section 3 - Process List providing an alphabetical list of processes defined, their level, and the page references for each process in the DFDs and the input/process/output narratives if the process is at a primitive level; Section 4 - Input/Process/Output Narratives (IPOs) describing each process primitive in detail including definitions of steps taken or decisions made; and Section 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the DFDs.

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This document describes the current system for processing occupancy and use pursuant to the following sections of the 43 CFR (Code of Federal Regulations):

1. 2520 Desert Land Application
2. 2530.01 Indian Allotment Trust Patent
3. 2535 Indian Fee Patent
4. 2541 Color-of-Title

Occupancy and Use contains the procedures for processing and executing real property conveyance from the standpoint of established acts, such as the Desert Land Entry Act, and other similar authorities. These procedures, currently employed by the Bureau of Land Management (BLM), delineate the functional step-by-step actions required by law to assess, review, and execute proposed transfer of land patents under the control of the Bureau. Although there are other minor occupancy and use case actions, it has been determined that the cases specified herein are appropriate to encompass the analysis of the current system model, which entails approximately ninety percent of the case type activity. The occupancy and use case type has been modeled in accordance with the requirements under section 2500 of 43 Code of Federal Regulations (CFR) and is based on information abstracted from various BLM field sites.

This document is organized as follows: Chapter 1 - Introduction explaining the scope and structure of the document; Chapter 2 - Data Flow Diagrams (DFDs) illustrating the current method of processing for the occupancy and use program; Chapter 3 - Process List providing an alphabetical list of processes defined, their level, and the page



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references for each process in the DFDs and the input/process/output narratives if the process is at a primitive level; Chapter 4 - Input/Process/Output Narratives (IPOs) describing each process primitive in detail including definitions of steps taken or decisions made; and Chapter 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the DFDs.

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This document describes the current system for processing acquisition cases to encompass gifts, real property purchases, Condemnation, acquisition case maintenance, and disposal procedures in accordance to the guidelines and authorities specified in the following Federal Regulations and BLM Manuals:

1. 43 CFR (Code of Federal Regulations), Group 2100 - Acquisitions
2. BLM Manual 2100 - Acquisition
3. BLM Manual 2101 - Acquisition Management
4. BLM Manual Handbook H-2101-1 - Acquisition Processing
5. BLM Manual Handbook H-2101-2 - Condemnation
6. BLM Manual Handbook H-2101-3 - Disposal of Unneeded Easement

This document is organized as follows: Chapter 1 - Introduction explaining the scope and structure of the document; Chapter 2 - Data Flow Diagrams (DFDs) illustrating the current method of processing for the acquisitions program; Chapter 3 - Process List providing an alphabetical list of processes defined, their level, and the page references for each process in the DFDs and the input/process/output narratives if the process is at a primitive level; Chapter 4 - Input/Process/Output Narratives (IPOs) describing each process primitive in detail including definitions of steps taken or decisions made; and Chapter 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the DFDs.